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United States Coast Guard

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COMDTINST M3120.1  
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## COMMANDANT INSTRUCTION M3120.1

Subj: STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM) FOR  
COAST GUARD (CG) T-AGOS SHIPS

- Ref:
- (a) Memorandum of Understanding: U.S. Coast Guard and Military Sealift Command, T-AGOS Project (NOTAL)
  - (b) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series)
  - (c) Shipboard Regulations, COMDTINST M5000.7 (series)
  - (d) Naval Engineering Manual, COMDTINST M9000.6 (series)
  - (e) Cutter Organization Manual, COMDTINST 5400.16
  - (f) Coast Guard Organization Manual, COMDTINST 5400.7 (series)
  - (g) Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series)
  - (h) Ordnance Manual, COMDTINST M8000.2 (series)
  - (i) Automated Information Systems (AIS) Security Manual, COMDTINST 5500.13 (series)
  - (j) Personnel Manual, COMDTINST M1000.6 (series)
  - (k) Classified Information Management Program, COMDTINST M5510.23 (series)
  - (l) Physical Security Program, COMDTINST M5530.1 (series)
  - (m) Security Awareness, Training and Education (SATE) Program, COMDTINST M5528.1 (series)
  - (n) Commandant's Human Relations and Sexual Harassment Policy Statements, COMDTINST 5350.21 (series)

1. PURPOSE. To prescribe standard administrative and operational procedures and regulations for all members of the Coast Guard Detachment (CG DET) assigned to CG T-AGOS ships.
2. ACTION. Area and district commanders, assistant commandants for directorates and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed.

DISTRIBUTION – SDL No. 139

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NON-STANDARD DISTRIBUTION: T-AGOS Project Office (1), USNS VINDICATOR, USNS PERSISTENT, B:c 5<sup>th</sup>  
& 11<sup>th</sup> CG Districts (2), D:l CGLO Military Sealift Command (1), D:t ESU Portsmouth (1)

3. DIRECTIVES AFFECTED. This Manual is effective upon receipt.
4. BACKGROUND. The CG DET aboard CG T-AGOS ships was established to perform the primary mission of coordinating and executing interceptions of fast boats, “go fasts”, trans-portioning narcotics directly or indirectly to the United States and its protectorates. The CG DET consists of 17 Temporary Addition Duty (TAD) commissioned and enlisted members from a Tactical Law Enforcement Team (TACLET) and ESU Portsmouth. TAD personnel are typically assigned to the ship for a 45 day period. This creates a unique situation where an entire department aboard these ships will turn over every 45 days, and increases the need for a clear and concise SORM.
5. DISCUSSION. This Manual is intended to set forth CG DET policies for organization, including duties and responsibilities of CG DET personnel and to provide general guidance for discharge of their duties. This Manual amplifies vice contravenes or supersedes reference (a). Whereas CG T-AGOS ships are not cutters but are instead Military Sealift Command (MSC) ships hired by the CG and operating with the CG detachments. This Manual shall supersede contradicting portions of references (b) through (i). Other sections, and all other references listed here, remain binding.
6. MILITARY AND CONTRACTED CREW RELATIONSHIP. The relationship between the Master and Officer in Charge (OIC) should reflect a mutual appreciation and understanding of each other’s authorities and responsibilities. This relationship should exhibit the proper regard due their respective positions.
7. SHIP MASTER’S RESPONSIBILITIES AND AUTHORITY. The Master is a contracted mariner holding a Coast Guard Master License. The following responsibilities and authority lie with the ship’s Master:
  - a. Operate the ship in accordance with MSC standard operating procedures and provide every reasonable facility and assistance required for effective execution of the operational mission.
  - b. Retain ultimate authority over the movements of the ship and responsibility for safety of the ship and all embarked personnel.
  - c. Enforce all laws of the United States, which are those of a vessel to enforce and all applicable rules and regulations of the U.S. Navy, U.S. Coast Guard and Military Sealift Command.
  - d. Provide the necessary training to ensure that personnel are aware of their respective emergency stations and know how to use all emergency equipment properly. He or she will conduct emergency drills in accordance with U.S. Coast Guard and MSC regulations.
  - e. Be responsible for all visitors on board the ship.
  - f. Along with the Chief Mate, have a certified “need-to-know” for operational information and unlimited access to the Mission Operations Center (MOC).

- g. Have message release authority for all messages that are not specifically mission related. This includes, but is not limited to, company business, SORTS, CASREPS, Unit SITREPS, Weekly OPSUMS, OPSTAT Logistics, and LOGREQS. Have access to all incoming traffic.
  - h. Be responsible for the physical security of the ship.
  - i. Ensure the proper stowage of all non-mission specific T-AGOS classified material outside the special mission restricted area.
  - j. Should a difference of opinion between the Master and the OIC arise with respect to any matter not covered herein, and such differences of opinion cannot be amicably resolved, the matter shall be referred to the T-AGOS Project Office for resolution with the contract operator.
8. REVIEW. This Manual will be reviewed by TACLETs semiannually.

TERRY M. CROSS  
Assistant Commandant for Operations

## CHAPTER ONE

### CG DET ORGANIZATION

**1101 ORGANIZATIONAL RELATIONSHIPS.** The Officer in Charge (OIC) is responsible for the performance of the Coast Guard T-AGOS Detachment (CG DET). The Assistant OIC, or Executive Chief Petty Officer (XPO) is directly responsible to the OIC. The CG DET is divided into three divisions. The Mission Operations Division is comprised of the Radarmen, Telecommunications Specialist, Electronics Technician, and Quartermaster serving in the Mission Operation Center (MOC). The Deck and Support Division is comprised of a Boatswain Mate and Gunners Mate tasked with supporting DPB crews. The DPB Division is comprised of Boatswain Mates, Machinery Technicians and Electricians operating the DPBs and serving as Boarding Officers (BO), Boarding Team Members (BTM), coxswains and engineers. The senior enlisted member in each division will serve as Division Leading Petty Officer (LPO). Each LPO reports to the XPO. An OIC in Training (OIC-T) may be temporarily assigned for the primary purpose of PQS qualification as OIC. In this capacity, the OIC-T is responsible directly to the OIC. The OIC-T shall have no authority in matters concerning the military department other than in a watchstanding capacity.

**1102 OFFICER IN CHARGE (OIC).** The OIC shall be designated for a specific deployment by the appropriate TACLET for operations in a Coast Guard Area Commander's AOR. The OIC shall:

- a. Be responsible for overseeing the operational, maintenance, and administrative duties of all military personnel.
- b. Be responsible for effective execution of the technical mission in conformance with requirements of the Operational Commander.
- c. Maintain good order, morale and discipline in the CG DET.
- d. Be responsible for the military appearance and inspection of CG DET personnel.
- e. Defer to the Master in external relationships of an official nature involving ship operations. Keep the Master informed of all operations and readiness issues under the OIC's control.
- f. Be accountable to the commanding officer of his or her TACLET.
- g. Ensure that local user CMS duties are correctly performed.
- h. Ensure the proper maintenance of the DPBs and their equipment and the AN/SPS-73 Radars and component systems.
- i. Prepare jointly with the Master the special mission personnel station bill for emergencies.

- j. Ensure all CG DET members participate in ship's emergency drills.
- k. Ensure the effectiveness of and training on the Emergency Action Plan by conducting emergency destruction drills monthly.
- l. Upon determining that compromise is imminent, authorize emergency destruction.
- m. Ensure general administrative programs and guidelines are being conducted as required, such as: physical readiness testing, advancement examination testing, career counseling, and general military training.
- n. Serve as Security Manager for the CG DET.
- o. With the assistance of the Master, keep operational and administrative commanders apprised of the operational readiness of the ship through timely submission of CASREP's and CASREP updates, SORTS messages, and deployment operational summary messages.
- p. Follow procedures set forth for Deployable Team Leader (DTL) and OIC in accordance with appropriate Area and TACLET instructions.

1103 EXECUTIVE CHIEF PETTY OFFICER/ASSISTANT OFFICER IN CHARGE (XPO). The senior enlisted member permanently assigned shall be designated the XPO. He or she will be directly responsible to the OIC in all matters regarding organization, performance of duty, and good order and discipline of the CG DET. The XPO shall:

- a. Assume all duties, responsibilities and authorities of the OIC when one is not embarked.
- b. Advise the OIC of all casualties, deficiencies, and anticipated difficulties which may affect operational readiness, mission accomplishment, or administrative efficiency of the ship.
- c. Evaluate the performance of enlisted personnel and make recommendations to the OIC concerning qualifications, advancements and awards. Conduct required performance counseling. (EPEF marks for ESD Portsmouth's deployed ETs should be in accordance with reference (j), and handled in a manner agreed to by the interested commands).
- d. Regulate leave and liberty.
- e. Supervise the organization and operation of the CG DET'S maintenance program. Conduct and document periodic spot checks and ensure all DPB and AN/SPS-73 systems are tested.
- f. Assign and post watch and duty assignments.
- g. Manage collateral duty assignments.

- h. Manage all operational, administrative, and logistics requirements for the CG DET.
- i. Ensure good order and discipline.
- j. Maintain division records for the OIC.
- k. Follow procedures set forth for DTL and XPO in accordance with appropriate Area and TACLET instructions.

1104 DIVISION LEADING PETTY OFFICER (LPO). The senior enlisted member in each division, unless otherwise directed, will be designated the LPO, and will manage personnel assigned by:

- a. Ensuring personnel are appropriately trained, achieve professional qualifications, and perform assigned jobs effectively.
- b. Overseeing progress for in-rate advancement.
- c. Ensuring all operational and administrative requirements are met by the division.
- d. Ensuring assigned personnel and spaces meet military smartness standards.

1105 CG DET TRAINING PETTY OFFICER. The training petty officer will assist the XPO in the formulation and administration of the CG DET underway training program. He or she shall:

- a. Be designated in writing by the OIC.
- b. Indoctrinate newly reporting personnel in the operations and administration of the CG DET along with the shipboard military orientation requirements as outlined in section 2102.
- c. Execute the safety training program implemented by the TACLET.
- d. Formulate, institute, and maintain the GMT program for the CG DET. Upon return to homeport, forward documentation of training to the TACLET for service record entry and forwarding to PERSRUs for processing.
- e. Coordinate professional training for the CG T-AGOS detachment with the TACLET training officer, and maintain training records for the detachment.
- f. Follow procedures set forth for training petty officer in accordance with appropriate Area and TACLET instructions.

1106 MISSION OPERATION CENTER (MOC) SUPERVISOR. The senior MOC watchstander, when more than one are standing watch at the same time, shall assume the duties of MOC Supervisor. When only one MOC watchstander is assigned these duties shall fall to the Mission Operations Division LPO. The MOC Supervisor shall:

- a. Be responsible to the OIC for the conduct of operations in MOC.
- b. Ensure that watches are properly manned at all times.
- c. Be familiar with and follow all OPTASK's and OPORDER's issued by operational commanders.
- d. Oversee and monitor equipment configuration in MOC.
- e. Ensure watchstation qualification requirements are met.
- f. Act as Intelligence Officer for the Detachment.

**1107 CG DET SECURITY MANAGER.** The security manager is responsible for the security of classified information and for coordinating all aspects of the Information Security Program to ensure proper classification management, personnel security, information systems security, physical measures for protecting classified material, and security education and training in accordance with references (g), (i), (k), (l) and (m). He or she is also responsible for weapons and prisoner control. The OIC shall be designated as the security manager and in this capacity shall:

- a. Supervise and be responsible for the receipt, custody, accounting, control, distribution, inventory, reproduction, and disposition of classified material within the MOC and its transmission outside the command.
- b. Periodically review and maintain written security procedures including a unit emergency action plan incorporating an emergency destruction plan and the Prisoner Bill.
- c. Ensure that all personnel, who handle classified material, hold the appropriate level of security clearance based on a need to know.
- d. Ensure that clearance status and unit access grants are recorded and accessible for verification and that proper access to compartmented areas is maintained.
- e. Maintain a program for the proper classification, declassification, and downgrading of classified information.
- f. Supervise security planning within the CG DET.
- g. Weapons control and prisoner control shall be addressed by each TACLET in a T-AGOS SOP or appropriate section of a TACLET Organization Manual. Procedures shall be in accordance with reference (g), and shall address underway and inport issues and duties.

**1108 COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) LOCAL USERS.** All MOC watchstanders and command cadre will be required to adhere to CMS local users requirements. The OIC, as security manager, is responsible for ensuring that all MOC

personnel are trained in their responsibilities and sign acknowledgement forms. MOC watchstanders shall conduct a watch to watch inventory IAW tasking by the CMS custodian, and ensure that proper procedures are followed and all material is accounted for.

1109 ENGINEERING PETTY OFFICER (EPO). The EPO, as the deployed Detachment's DPB maintenance coordinator, shall work closely with the ET and the ashore (non-deploying) TACLET Engineering Chief and shall manage the underway DPB Maintenance and Repair Program. The EPO is the senior deployed enlisted engineer and is directly responsible to the OIC in all matters regarding DPB engineering readiness, while remaining responsible to the TACLET Engineering Chief ashore for ensuring that documentation and procedures affecting the long-term readiness of the boats are properly executed. The EPO shall:

- a. Ensure that the DPBs are maintained in accordance with the Operations Support and Logistics Program (OLSP) guidance, and manufacturer's warranty requirements.
- b. Ensure that all applicable tests of the DPBs are completed on a regular basis.
- c. Maintain required spare parts for DPB.
- d. Ensure all engineering personnel are fully trained in the maintenance and care of the DPBs.
- e. Coordinate and report all repair and replacement efforts with the TACLET Engineering Chief (MKC) ashore, who is responsible for ensuring that all warranty and repair contract procedures are adhered too. (The deployed ESD Portsmouth ET will coordinate with the ESU T-AGOS/DPB Type Desk, but shall keep the EPO updated).
- f. Ensure that all DPB CASREPS, CASREP updates, and CASCORS are coordinated with the TACLET Engineering Chief ashore (and ESU Portsmouth as appropriate), and are completed and submitted within required deadlines.

1110 TOP SECRET CONTROL OFFICER. The XPO will normally be designated the TOP SECRET CONTROL OFFICER and will be responsible to the OIC for the receipt, custody, accounting, and distribution of Top Secret information within the command and its transmission outside the command except material distributed by the CMS system. In this capacity he or she shall:

- a. Inform the OIC and authorized personnel who have a need to know of Top Secret material in his or her custody.
- b. Personally receive, distribute, stow, and account for all messenger mail and Top Secret information not distributed by the CMS system.
- c. Transmit Top Secret information within the command by direct personal contact only.
- d. Maintain a continuous chain of receipts for all Top Secret material.



- e. Maintain a disclosure/disposition log for each item of Top Secret information.

1111 SUPPLY PETTY OFFICER. Supply Petty Officers will be designated by the TACLET for each team and will be responsible for maintaining a sufficient supply of all materials and parts for corrective and preventive maintenance and administrative actions and shall:

- a. Track all materials and parts using a supply log.
- b. Identify shortfalls in material and promptly notify the OIC via the XPO.
- c. Maintain inventory and issuing control of CG DET equipment and material.
- d. Work closely with the TACLET storekeeper ashore, the deployed EPO, and the TACLET Engineering Chief ashore, and the ET to ensure that all necessary supplies are on board CG T-AGOS prior to deployments.

1112 ELECTRONICS TECHNICIAN. ESD Portsmouth will provide an ET for each deployment who will be responsible to the OIC via the XPO and MOC LPO for the readiness of all assigned DPB and SPS-73 electronic equipment, the administration of maintenance, and the repair of assigned equipment. He or she shall work closely with ESU Portsmouth's T-AGOS/DPB Type Desk (ETC), and shall:

- a. Be responsible for the maintenance and repair of all electronic equipment specifically assigned in the MOU.
- b. Manage and supervise the Electronics Preventive Maintenance Program.
- c. Provide maximum operational readiness of electronic equipment by performing operational tests and established maintenance procedures.
- d. Supervise the correct use, maintenance, and repair of assigned electronic repair equipment.
- e. Carry out equipment modifications required by authorized field changes.
- f. Establish and maintain a reporting and record system in accordance with current instructions on the material status of all electronic equipment under his/her cognizance, including authorized equipment changes, repairs and expenditures of repair funds.
- g. Prepare the electronics portion of the XPO inport work lists for submission to the T-AGOS Project Office during upkeep periods.
- h. Advise the XPO on the requisitioning of electronics spare parts and ensure the ready availability of such parts.

- i. Maintain a technical library including at least one copy of instruction books for each type of equipment under his or her cognizance, and other related manuals and commercial publications.
- j. Conduct a training program for assigned personnel.
- k. Maintain an inventory of all CG DET test equipment, and ensure all test equipment is in proper working order.

1113 ELECTRICAL SAFETY PETTY OFFICER. The senior assigned electrician mate shall be designated as the Electrical Safety Petty Officer, responsible to the XPO for conducting an effective Electrical Safety Program. In addition he or she shall:

- a. Ensure that newly reporting military personnel are indoctrinated in electrical safety precautions. He or she shall indoctrinate all hands on electrical hazard awareness, shock prevention, and general electrical safety precautions on a routine basis.
- b. Monitor the Electrical Safety Program to ensure that the appropriate equipment is included, tested, and tagged. Report discrepancies to the OIC via the MOC LPO and XPO.
- c. Work with the senior deployed CG electrician and the MSC electronics technicians to ensure that electrical safety checks are conducted on all electrical and electronic gear.
- d. Work with the senior deployed electrician and MSC electronics technicians to ensure that records verifying completion of electrical safety checks, indoctrination and hazard awareness training are kept.

1114 INFORMATION SYSTEM SECURITY PETTY OFFICER. Responsible for all portable Coast Guard computer and communications equipment brought aboard, and CG DET use of MSC-maintained computer programs and information systems, including military and personally owned equipment. This petty officer shall:

- a. Maintain an inventory of all CG maintained equipment and peripherals.
- b. Ensure that all computer and communications media and equipment are properly marked to indicate its classification and disposition.
- c. Ensure that all computer equipment used to process classified material is approved for that purpose.
- d. Ensure that all computer media are properly stowed, used, destroyed, or erased so as to prevent inadvertent disclosure to unauthorized personnel.
- e. Provide guidance CG DET members to ensure compliance with security directives and serve as the resident expert in information and communications systems

security. This requires close coordination with MSC's civilian electronics technicians.

- f. Promulgate and maintain the information system and communication security plan, coordinating closely with the MSC electronics technicians.
- g. Promulgate and post by each system a list of authorized users.
- h. Assist MSC electronics technicians in conducting annual systems tests and evaluation (ST&E).
- i. Schedule TEMPEST inspections for CG maintained equipment as required.
- j. Conduct a risk assessment and accreditation schedule for each new or unaccredited system.
- k. Promulgate and maintain an information systems contingency plan, working closely with MSC electronics technicians.
- l. Maintain a CG software inventory.
- m. Enforce information systems and communications security policies and procedures.

1115 HAZARDOUS MATERIAL CONTROL/RECYCLING PETTY OFFICER. Responsible for acquiring, stowing, utilizing, and disposing of all hazardous materials used by the CG DET, and the enforcement of recycling of all plastics and aluminum products used by the CG DET. The Hazardous Materials/Recycling Petty Officer shall:

- a. Maintain a complete inventory of all hazardous material used by the CG DET.
- b. Maintain Material Safety Data Sheet (MSDS) forms for all hazardous material used by the CG DET.
- c. Ensure regular training is held on the proper procedures for stowing, utilizing, and disposing of hazardous materials.
- d. Ensure the proper separation of recyclable refuse from trash.
- e. Coordinate with the Chief Mate for disposal, storage, or recycling of all waste materials.
- f. Ensure receptacles are provided to recycle and store all materials which can not be dumped overboard.

1116 NAVAL WARFARE PUBLICATIONS LIBRARY (NWPL) CUSTODIAN. Responsible for the overall administration and security of the NWPL, the custodian (normally the XPO or senior MOC watchstander) shall:

- a. Distribute Naval Warfare Publications to authorized users.
- b. Ensure that the NWPL is properly administered, including proper receipt, safeguarding, and accounting for all publications held in stock.
- c. Ensure that the authorized publication allowance is on board and available for issue.
- d. Ensure that appropriate action is initiated in the event of loss or compromise of a classified publication or parts thereof.
- e. Maintain all records and receipts for publications.
- f. Ensure that changes are entered or that revised microfiche cards are distributed properly on the effective date.
- g. Ensure that viable emergency action procedures for NWPL are included in the unit emergency action plan.
- h. Ensure that adequate training is provided to personnel concerning their responsibilities for maintaining and safeguarding publications in their custody.
- i. Ensure that physical inventories of NWPL material are conducted at the end of each deployment, and that material is securely stowed, locked, and protected between deployments in accordance with existing Coast Guard and Navy security procedures.

1117 NMPS AND AFRTS CUSTODIAN. The Navy Motion Picture Service and Armed Forces Radio and Television Service supply tapes of movie and television shows to ships. If an account is established, the custodian shall:

- a. Be responsible for the accounting, stowing, and viewing of all tapes on board.
- b. Maintain a current inventory of all tapes.
- c. Provide a viewing schedule to the crew.
- d. Ensure the timely return of tapes to NMPS and AFRTS.

1118 CLASSIFIED MATERIAL CONTROL OFFICER (CMCO). The Classified Material Control Officer (normally the XPO or senior MOC watchstander, but not the NWPL Custodian), shall:

- a. Maintain, receive, account for, distribute, forward, and destroy all classified material not in the NWPL or CMS systems, or accounted for separately by the Top Secret Custodian, in accordance with reference (k). (This includes classified message traffic).
- b. Report directly to the OIC (who is also the Security Manager).

## CHAPTER TWO

### WATCH ORGANIZATION

#### SECTION ONE General Watchstanding.

2101 ESTABLISHMENT OF WATCHES. A watch is defined as any period of time during which an individual is assigned specific, detailed responsibilities on a recurring basis.

Watches on board T-AGOS units are set both underway as well as inport. The OIC will establish the watches necessary for the safety, security, and proper operation of the CG DET. In the absence of the OIC, the XPO will assume responsibility for establishing necessary watches.

2102 ORIENTATION OF NEWLY REPORTING PERSONNEL. Prior to being assigned watchstation duties, personnel will, within 24 hours of reporting on board, describe the location and/or proper use of the following:

- a. Two routes of egress from their stateroom and workstation to the weather decks.
  - b. Emergency station in all conditions of readiness.
  - c. Lifeboat assignment.
  - d. Crews mess.
  - e. Sick bay.
  - f. Nearest fire extinguisher and first aid kit to their stateroom and workstation.
1. In addition, personnel will, within 2 days, become familiar with the following:
- a. Shipboard military organization.
  - b. T-AGOS/DPB Doctrine.
  - c. Memorandum of Understanding.
  - d. Inport and underway daily routine.
  - e. General workstation duties, including security requirements and procedures.

2103 GENERAL DUTIES OF WATCHSTANDERS. The following provides general guidance for all watchstanders. Each person on watch shall:

- a. Be responsible for ensuring the proper performance of all duties of the watch. All subordinate watchstanders will be subject to the orders of the watchstander in charge of specific duties or personnel.
- b. Remain responsible for watch and remain at the station until properly relieved or secured by proper authority.
- c. Demand of oneself and others due formality in all relationships to include proper military courtesies afforded rank or official position.
- d. Prior to relieving the watch, the relieving watchstander shall become thoroughly familiar with all matters required for the proper performance of his or her duties. He or she shall not relieve the preceding watchstander should any irregular or improper situation exist until the OIC has been advised and has provided guidance.

## SECTION TWO Underway Watchstanding.

2201 GENERAL. The basic function of the underway watch organization is to place CG DET personnel in a watch rotation that best supports mission accomplishments while considering the condition of readiness and tactical environment. Normally a one-man watch will be maintained in the MOC. This position will be manned 24 hours a day when the ship is underway, and will be manned through a straight rotation of all qualified Mission Operations Division petty officers. The MOC watchstander will also be the Communications Watch Officer and will report directly to the OIC. In times of high optempo, an additional MOC watch supervisor will also be assigned, and the MOC watchstander will retain Communications Watch Officer. These latter watches may be split if necessary and additional MOC watchstanders assigned as necessary. All other personnel are considered in immediate standby while underway so that the two DPBs can be launched and deployed with four people each on short notice.

2202 COMMUNICATIONS WATCH OFFICER. The Communications Watch Officer is responsible for the reliable, rapid, and secure conduct of external radio GENSER communications and for the expeditious and efficient administration of related routing and communications systems. Duties, responsibilities, and authority are as follows:

- a. Receive, reproduce and prepare for internal routing all incoming GENSER radio communications addressed to or of interest to the unit, as operations permit and shall request assistance when they do not. An off-watch CG DET member will act as messenger and route the traffic enabling the Communications Watch Officer/MOC watchstander to remain at his post.
- b. Obtain the release by proper authority of all outgoing GENSER traffic and direct transmission of messages in accordance with the Communications SOP.
- c. Check all outgoing GENSER traffic to prevent cryptological security violations.
- d. Maintain all communications files and logs.

- e. Adhere to all communications related directives and regulations in accordance with the communications and MOC SOPs.
- f. Know radio frequencies and transmitter setups in use. Maintain discipline in the radio spaces and ensure effective operation of the ship's radio equipment.
- g. Observe emission control conditions in effect. Ensure that the Master is briefed on any special conditions and requirements.
- h. At the beginning of each watch, conduct a sight inventory and accept custody of all publications in the custody of the communications watch.
- i. Be prepared to execute emergency destruction of classified material.
- j. Immediately inform the OIC of any significant incidents, violations of communications, or failure of communications equipment.
- k. Determine the routing and precedence of GENSER traffic and transmitter and receiver setup, subject to the approval of the OIC.

2203 ELECTRONICS TECHNICIAN WATCH. Basic functions are to maintain and repair all DPB electronics equipment and the AN/SPS 73 surface search radar, ensure the continued performance of that equipment, and keep the OIC informed. This watch is manned 24 hours on an "on call" basis. The CG ET may assist the MSC contract civilian electronics technicians with repairs of other electronic gear as operations permit and when qualified to do so. Duties, responsibilities, and authority of the CG ET are:

- a. Maintain all DPB electronic equipment and the AN/SPS 73 radar throughout the watch.
- b. Advise the OIC of any equipment malfunctions found throughout the watch.
- c. Troubleshoot and repair malfunctioning DPB sensors, displays, and communications electronics, and the AN/SPS-73 radar.
- d. Draft CASREP messages and updates for the OIC as required, keeping the EPO and XPO advised. Keep in close contact with the ESU Portsmouth T-AGOS Type Desk before and after message drafting.
- e. Keep the Mission Operations Division Supply Petty Officer informed of communications and radar equipment repair parts required, including federal stock number, APL, EIC, etc.
- f. Perform planned maintenance on installed DPB electronic equipment and the AN/SPS 73 radar as required.

- g. Inform the OIC and master of all equipment downtime required to perform routine and corrective maintenance on DPB and AN/SPS 73 radar electronic equipment.

2204 MOC WATCH SUPERVISOR. When assigned due to a high optempo, a senior qualified MOC watchstander shall be designated as the MOC watch supervisor. He or she will report to the OIC for all matters pertaining to the watch, and will supervise the MOC watchstander. The MOC watch supervisor shall:

- a. Ensure continual effective communications with all friendly military and law enforcement units in the vicinity, and ensure that all surface targets reported are evaluated to determine whether or not they are of interest.
- b. Determine whether or not a target of interest (TOI) is within potential intercept range, and brief the OIC on all factors likely to be considered in determining intercept potential and safety issues. Track all friendly units and consider their intercept potential.
- c. Advise the OIC of requests for logistics support and distance the requesting unit will have to travel to reach the CG T-AGOS. Discuss with the OIC operational risks involved with allowing a vessel to come alongside at the estimated time of rendezvous.
- d. Control the intercept of TOIs by the two DPBs travelling in concert. Ensure positive communications with both DPBs and obtain position updates from reporting units if possible. Work to obtain continuous detection and positive handoff of TOIs if at all possible.
- e. Maintain proper logs and records at all times. Ensure positions of DPBs are logged every 15 minutes while adhering to specified EMCON, brevity codes, and transmission minimization guidance from the OIC and TACON.
- f. Submit all required reports, either by voice or message, in a timely manner.
- g. Ensure the detection, tracking, evaluation, monitoring and reporting of all surface and air contacts in assigned sector in accordance with designated evaluation criteria and the reporting requirements promulgated by TACON and/or the appropriate warfare commander.
- h. Assume specific warfare area duties as directed by higher authority while remaining in best position to intercept “go fast” traffic.
- i. Be familiar with all OPORDERS, OPLANS, OPTASKS and any other directives as may be necessary for the successful completion of the assigned mission.
- j. Remain aware of current weather conditions and forecasts for the next few days to ensure that extended intercepts can be made safely.
- k. Supervise the MOC watchstander and ensure that he/she retains duties of the Communications Watch Officer unless otherwise directed by the OIC.



2205 MOC WATCHSTANDER. The MOC Watchstander is responsible for all of the MOC Supervisor's duties above if assigned as the only watchstander in the MOC. If a MOC Supervisor is assigned due to optempo the MOC watchstander will normally assist the MOC Supervisor with tracking and communications duties and will retain the Communications Watch Officer duties. Duties, responsibilities, and authority of the MOC watchstander (when a MOC supervisor is assigned) shall be:

- a. Determine whether or not a target of interest (TOI) is within potential intercept range, and brief the MOC supervisor (who will brief the OIC) on all factors likely to be considered in determining intercept potential, and safety issues.
- b. Advise the MOC supervisor of requests for logistics support and distance the requesting unit will have to travel to reach the CG T-AGOS. Discuss the operational risks involved with allowing a vessel to come alongside near the estimated time of rendezvous.
- c. Ensure continual effective communications with all friendly military and law enforcement units in the vicinity, and ensure that all surface targets reported are evaluated to determine whether or not they are of interest. Track all friendly units.
- d. Assist with the intercept of TOIs by the two DPBs travelling in concert. Maintain positive communications with both DPBs and obtain position updates from reporting units if possible. Work to obtain continuous detection and positive handoff of TOIs if at all possible.
- e. Assume the duties of the Communications Watch Officer.
- f. Ensure the detection, tracking, evaluation, monitoring and reporting of all surface and air contacts in assigned sector in accordance with designated evaluation criteria and the reporting requirements promulgated by TACON and/or the appropriate warfare commander.
- g. Maintain proper logs and records suitable for prosecution at all times. Ensure positions of DPBs are logged every 15 minutes while adhering to specified EMCON, brevity codes, and transmission minimization guidance from the OIC and TACON.
- h. Assume specific warfare area duties as directed by higher authority while remaining in the best position to intercept "go fast" traffic.
- i. Be familiar with all OPORDERS, OPLANS, OPTASKS and any other directives as may be necessary for the successful completion of the assigned mission.
- j. Remain aware of current weather conditions and forecasts for the next few days to ensure that extended intercepts can be made safely.
- k. Submit all required reports, either by voice or message, in a timely manner.

1. Be ready in all respects to draft for immediate release an OPREP Pinnacle, Navy Blue, or SITREP and take fast action procedures when required.

2206 CG DET WATCHSTANDER. Basic functions are to maintain the routine of the day, assist in the MOC as necessary, assist with law enforcement preparations, and provide physical security. This watch will be stood by all E-5s and below not standing watch in the MOC and may be secured when deemed appropriate by the OIC. Duties, responsibilities and authority of the CG DET watchstander follow:

- a. Carry out the Plan of the Day. Notify the XPO of problems and conflicts.
- b. When not making rounds of CG DET spaces and DPBs, assist in the MOC as necessary and route message traffic.
- c. Assist in preparing for LE engagements.
- d. Provide physical security and prisoner guard services when needed.

### SECTION THREE Inport Watchstanding.

2301 GENERAL. CG DET watches are not normally maintained inport.

2302 DUTY IN HOMEPORT. Coast Guard personnel will not be assigned aboard while in homeport due to rigorous law enforcement training and administrative demands. Weapons will normally be removed for servicing and DPBs will normally be craned off for overhaul along with the CONEX boxes. MSC crewmembers will test and monitor the AN/SPS-73 radar units and report any problems to the ESU Portsmouth T-AGOS Type Desk. TACLET personnel will be responsible for GENSER message traffic and will be on board daily (Monday – Friday) to process incoming and outgoing traffic, unless remote processing can be handled in a manner that is satisfactory to the Master.

2303 DUTY AWAY FROM HOMEPORT. A MOC day worker (who is also the Duty Radioman) shall be assigned while in any port other than homeport. A Duty GM and a Duty ET should also be assigned to ensure weapons accountability and DPB and AN/SPS-73 readiness. The CG DET is TAD and will turnover (approximately) every 45 days. Therefore, full inport duty sections are not possible or desired during 2-3 day port calls intended for re-provisioning, refueling, and detachment turnover. (The OIC may occasionally extend underway watches into inports or even through inports to facilitate operations and improve GENSER message traffic handling). In the rare event that no overlap is possible, even by a MOC day worker, mission spaces shall be locked and secured after TACON and OPGON are notified and the OIC shall ensure that the Master has access to and can operate the STU III over INMARSAT.

## CHAPTER THREE

### REGULATIONS

#### SECTION ONE Background

3101 PURPOSE AND SCOPE. This chapter contains regulations and guidance concerning the administration of the CG DET on board T-AGOS ships. Violation of these provisions is punishable under the Uniform Code of Military Justice (UCMJ). The regulations set forth herein, are based upon the articles in the U.S. Coast Guard and the U.S. Navy Regulations, the UCMJ, and other orders from higher authority. These regulations have been specifically adapted for application on board T-AGOS ships and should not be considered all inclusive.

3102 RESPONSIBILITY. All persons assigned to or attached temporarily to a T-AGOS unit and who are subject to the UCMJ are responsible for obeying these CG DET regulations and instructions and any changes thereto. These instructions and regulations are considered to be lawful orders of the OIC. It shall be the duty of all persons subject to these regulations to read and be familiar with them.

#### SECTION TWO General Regulations.

3201 REPORT OF OFFENSES. All persons subject to these regulations shall report to the OIC all violations of these regulations, directives, and other lawful orders which may come to their attention, and which it is their duty to report.

3202 NON-JUDICIAL PUNISHMENT. All military personnel aboard T-AGOS units are subject to non-judicial punishment imposed by the TACLET Commanding Officer. All offenses punishable by non-judicial punishment or courts-martial shall be promptly reported to the TACLET for investigation and to the T-AGOS Project Office.

3203 SEARCH AND SEIZURE. The designated TACLET officer may authorize searches of persons and property aboard T-AGOS ships. The OIC must be granted verbal or written permission to conduct any search. Searches will be ordered only when sufficient reliable information has been presented to support a reasonable belief that the offense has been committed, that the offense was committed by the individual whose person or property is to be searched, and that the search of that person or property will yield an instrumentality, fruit, or other evidence of that offense. When a search is authorized, the search authorization will specify the person or property that may be searched, and the items that may be seized if found as a result of the search. Only the designated officer may authorize searches as part of an investigation into a suspected or known offense except that:

- a. A search of an individual's person, the clothing he or she is wearing, and the property in his or her immediate possession or control at the time of apprehension may be conducted as an incident of lawfully apprehending him or her.

- b. A search under conditions demanding immediate action to prevent the removal or disposal of property believed on reasonable grounds to be criminal goods may be conducted.
- c. A search with the freely given consent of the owner in possession of the property may be conducted.
- d. A search in accordance with the authority of a lawful search warrant may be conducted.
- e. The foregoing restrictions do not diminish the authority of the OIC to conduct an administrative inspection (health and welfare inspection) at any time in order to ensure the safety, security, or operational readiness of his or her unit. However, health and welfare inspections may not be used as a ruse or subterfuge to target any person or group of people.

3204 RESOLUTION OF DISCRIMINATION COMPLAINTS AND GRIEVANCES. It is preferable to resolve all matters of disagreement among military personnel through the utilization of traditional methods, including sound leadership practices, the chain of command and/or the UCMJ. However, the resolution of a grievance related to discriminatory practices or acts (racial, ethnic, or sexist), may be difficult to address within traditional methods. It is the responsibility of all supervisory members of the CG DET to ensure that grievances, whether viewed as legitimate or not, are neither ignored nor suppressed. Each case must be resolved to make certain that real issues are corrected in a positive manner and to clarify the issues concerned and correct erroneous perceptions. Accordingly, the following procedures are prescribed:

- a. Utilize the established chain of command if at all possible.
  - (1) A individual with a grievance shall submit it on a special request chit and forward it up the chain of command. Each supervisor in the chain of command has the responsibility to attempt resolution at his or her level or to explain the circumstances to the next higher supervisor when forwarding the chit in cases that cannot be resolved.
  - (2) When the individual feels that the matter should be known and handled only by the OIC, he or she should write "REQUEST CONFERENCE WITH OIC" on the special request chit. All supervisors have the responsibility of forwarding the chit in a timely manner. A timely manner is deemed to be less than three (3) days in all situations.
  - (3) If the OIC has not acted upon the request in a reasonable period of time (normally one week), a written complaint (Coast Guard letter) may be forwarded to the next senior in the chain of command via the OIC, outlining the grievance, the action that was taken (or lack thereof) and any relevant comments.

3205 SPECIAL REQUESTS. The right of any person to make special requests of their organizational superiors may not be denied or restricted.

- a. Requests will be forwarded promptly through the chain of command to the appropriate level for decision.
- b. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which is his or her duty to act on or forward.
- c. No person shall be required to wait in excess of four working days for results of a forwarded special request chit. All properly submitted request chits shall be returned by the chain of command marked approved, disapproved, or have indicated on them why action is still pending (investigation of facts, undetermined ship schedule, etc.) and a date when final determination may be expected.

3206 UNIFORMS AND APPEARANCE. The wearing of the Coast Guard uniform shall be in accordance with U.S. Coast Guard Uniform Regulations and law enforcement directives.

- a. The uniform of the day while the ship is inport or underway will normally be Coast Guard working blue or EBU with steel-toed shoes/boots. Boarding team members and boat crews shall wear law enforcement coveralls or EBUs and appropriate boots. (Any variation to the standard uniform of the day will be at the discretion of the OIC).
- b. Uniforms are to be properly stenciled, clean, and in good repair.
- c. Covers will be worn on all weatherdecks while inport and at anchor. Covers will not be worn on the messdecks or in sickbay.

3207 CIVILIAN CLOTHING. Unless the Coast Guard Commandant or the Secretary of the Navy directs that a uniform must be worn at all times and except as U.S. Coast Guard Uniform Regulations specify, civilian clothes may be worn by all officers and enlisted in accordance with the following regulations.

- a. Civilian clothes may be worn while leaving or returning to the ship, while on authorized leave, liberty, or in any off duty status onshore, and to any meals inport when in a liberty status.
- b. While underway and authorized by the OIC, civilian attire may be worn for the purpose of physical training when not in a duty status.
- c. Civilian attire must comply with reference (c) and present a neat appearance. Dirty, torn, frayed, or patched clothing is not acceptable and will not be worn on board or ashore in a liberty status. Additionally, revealing clothing and clothing with foul or provocative language is not authorized. The wearing of uniform items with civilian attire is unauthorized.

3208 BERTHING. CG DET personnel will be assigned a stateroom by the XPO. All changes to berthing assignments must be approved by the OIC.

- a. No one shall sleep in any space or use any bunk or berth other than that to which he or she is assigned.
- b. Staterooms will be maintained in a neat and orderly manner at all times. They must present a professional appearance with no gear adrift.
- c. Beds will be made when not occupied.
- d. While underway, all gear will be properly secured for sea.
- e. Trash receptacles will be emptied daily.
- f. Personal linen is authorized for use but must be covered by a standard issued bedspread. All linen will be cleaned and/or changed weekly. Personal blankets and comforters are authorized but must be stowed in lockers when bunks are not occupied.
- g. All personal electrical/electronic devices will be promptly safety checked within the required time criteria.
- h. Pictures and posters are acceptable within reason and must be in good taste, but are at the discretion of the XPO.
- i. No notice berthing inspections will be conducted at the discretion of the XPO, but at a minimum, monthly.
- j. Both room occupants (or all four in the case of the four-man berthing area), regardless of rank, share equally, in the cleaning responsibility for the stateroom and the head.
- k. Crew members are not authorized to enter the staterooms of the opposite sex, except in the performance of inspections or maintenance, or during drills and emergency situations. When maintenance is required in a CG DET stateroom by personnel of the opposite sex, the occupant will vacate the stateroom until the maintenance is completed.

3209 LEAVE AND LIBERTY. Leave and liberty will be granted to the maximum extent that operations and personal performance allow at the discretion of the OIC.

- a. The CG DET's reduced manning generally precludes regular leave while deployed. Emergency leave will normally be granted if Red Cross verification is received and operations permit.
- b. Any emergency leave will be coordinated by the OIC with the TACLET Commanding Officer. The Detachment XPO will ensure that completed leave papers are returned to TACLET for processing.

- c. All personnel will check in and out on leave with the XPO during working hours and with the CG DET OIC at all other times.
- d. The liberty policy will follow be in accordance with TACLET standards. Deviations from this must be approved by the OIC.
- e. Liberty will not be granted to any person in a restricted status or while on the sick list except as authorized by the OIC.
- f. CG DET personnel will not be assigned to shore patrol duty while in port, but are at all times subject to the lawful authority of the shore patrol.
- g. All personnel are responsible for the contents of the ship's sailing board as well as knowledge of the ship's phone numbers prior to departure on liberty.

3210 ARREST BY CIVIL AUTHORITIES. Any person arrested or detained by civil authorities shall immediately advise the OIC and state the facts concerning such arrest or detention. No person making such a report will be questioned by the OIC or others about the underlying basis for the arrest or detention (i.e., the alleged offense) without compliance with Article 316, UCMJ.

3211 ALCOHOLIC BEVERAGES. The introduction, possession, or use of alcoholic liquors for beverage purposes by any person on board MSC ships is prohibited.

3212 INTOXICATED PERSONS. Any person intoxicated to such an extent as to create a disturbance or make their being at large dangerous to their personal safety or to the safety of the unit shall be placed under protective restraint upon direction by the OIC.

- a. The OIC shall ensure that any person severely intoxicated, possibly to the point of a health risk, is immediately examined by the medical department representative (MDR).
- b. When restraint is imposed on an individual, it will be in such a manner as to accomplish the desired degree of restraint with a minimum of force. Restraint will only be authorized by the OIC.
- c. A continuous guard will be posted with any person placed in restraint.

3213 FRATERNIZATION AND INTERPERSONAL RELATIONSHIPS.

- a. Fraternization will not be tolerated in any form.
- b. Fraternization is a gender neutral concept, and the focus is on the detriment to good order and discipline resulting from the erosion of respect for authority inherent in an unduly familiar senior-subordinate relationship.
- c. On T-AGOS ships, prohibited senior-subordinate personal relationships include

those between the OIC and any CG DET member; XPO and any CG DET member; LPO and any member of that division; watch supervisor and any subordinate watchstander and any two personnel in the same chain of command.

- d. Examples of behavior which would suggest that a relationship is inappropriate or unduly familiar include dating, co-habitation, intimate or sexual relations, intimate behavior (i.e., public or private display of affection), patterns of behavior which suggest an exclusive relationship (i.e., spending most off-duty time together); verbal terms of endearment.
- e. When on board ship, all members of the crew - civilian and military - are to maintain strictly professional relationships with one another.
- f. Off ship, senior-subordinate personal relationships are prohibited.
- g. Service members, as well as mariners, are strongly discouraged from forming any personal male/female relationships off ship due to the requirement to ensure strictly professional relationships while on board.
- h. Nothing in this Instruction is to deter or interfere with good camaraderie or friendship as long as it does not interfere with the execution of the individual's duties.

3214 SEXUAL HARASSMENT. Sexual harassment will not be condoned or tolerated. It is a form of arbitrary discrimination, which is unprofessional and unmilitary, and adversely affects morale and discipline, and ultimately, the mission effectiveness of the command. Personnel who use implicit or explicit sexual behavior to control, influence, or affect the career, promotion opportunities, duty assignments or pay of any other person are engaging in sexual harassment. Personnel who make deliberate or repeated offensive verbal comments, gestures or physical contact of a sexual nature in the work environment are also engaging in sexual harassment. Reference (n) contains further guidance.

3215 HEALTH AND SANITARY CARE.

- a. All CG DET personnel will report promptly to the MDR for proper care and treatment of any illness.
- b. All CG DET personnel will maintain proper personal hygiene through regular bathing and laundering of clothing.
- c. Any unsanitary condition noted in CG DET spaces will be reported immediately to the OIC.

3216 PETS AND PLANTS. No person shall have in his or her possession or introduce on board ship any plants or pets.



3217 SMOKING. Smoking is only permitted on weather decks outside the skin of the ship. In inclement weather the Master will designate smoking areas. Smoking is never allowed in berthing areas, heads, messes, lounges, passageways, or work areas.

3218 MAIL AND POSTAL MATTERS.

- a. Mail delivered to the vessel will be sorted by the Master or his/her designated representative. The Master will ensure that the CG DET receives all official and personal mail promptly.
- b. Only authorized personnel (OIC and XPO) will collect and handle U.S. or guard mail addressed to the CG DET or personnel assigned to the CG DET.
- c. No person shall open any mail not specifically addressed to him or her by either name or title.

3219 REFUSE, TRASH, GARBAGE, PLASTICS, AND HAZARDOUS WASTE DISPOSAL. No person assigned to the CG DET shall:

- a. Throw any trash, garbage, plastic, or any other waste material in any place other than designated receptacles.
- b. Throw overboard any trash, plastics, hazardous waste, or any other object except as authorized by the ship's Master.
- c. Throw anything overboard at sea from any other position than the fantail, and then only after receiving proper authorization to do so.
- d. Discharge solid waste when in port in any place except designated trash receptacles on the pier.

3220 PHOTOGRAPHIC AND AUDIO EQUIPMENT. The taking of unofficial photographs on board is forbidden unless specifically authorized by the OIC. All violations of this regulation shall be reported to the OIC immediately. No person shall:

- a. Introduce into the MOC any photographic or audio equipment capable of exposing a photographic plate or making an audio recording without the permission of the OIC.
- b. Allow visitors to introduce into the MOC any photographic or audio equipment without the permission of the OIC.

SECTION THREE Safety Regulations

3301 EMERGENCY EQUIPMENT. Use of emergency equipment for any purpose other than that for which it is intended is forbidden. This equipment includes, but is not limited to such items as battle lanterns, emergency first aid boxes, shores, wrenches, life rings, fire hoses, and equipment in life rafts and boats.

3302 ELECTRICAL AND ELECTRONIC EQUIPMENT. The improper use of electrical or electronic equipment can represent a safety, operational, or fire hazard.

- a. No person will operate electrically powered portable tools/equipment unless it bears a ship identification tag indicating it has been inspected and is electrically safe for use on board.
- b. No person shall possess on board any personal electrical device except as authorized by the Master and then only after it has been electrically safety checked by the Chief Engineer.
- c. If it is necessary to work on energized equipment, permission must be obtained from the ship's Master. If permission is granted, every effort shall be made to insulate the person performing the work from the ground and to use all practical safety measures. A second person, CPR trained and qualified, shall act as safety observer at all times.

3303 WORKING ALOFT. No CG DET personnel shall go aloft without first obtaining written permission from the Master, OIC, MOC Watchstander, and Duty ET, and notifying all other required personnel, and then only to perform necessary work or duty. Proper safety harnesses and equipment will be worn at all times.



## CHAPTER FOUR

### UNIT BILLS

4101 UNIT BILLS. Each TACLET will be responsible for drafting separate instructions covering administrative, operational and emergency bills. These include, but are not limited to a MOC Doctrine or SOP, an Emergency Action Plan that has been approved by the T-AGOS Project Office, Top Secret Control Procedures, and Engineering Standing Orders.

4102 TACLET ORGANIZATION MANUAL. Each TACLET has an Organization Manual that addresses many of the collateral duties on board CG T-AGOS. Commanding officers should ensure that CG T-AGOS procedures and policies are included in their Organization Manuals. Once included, a current copy of the Organization Manual shall be maintained on board.